New Academic Year Preparation Activities

User Guide

May, 2014

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Introduction

The purpose of this document is to illustrate the steps required to be completed by the school user before the start of the New Academic year on eSIS application.

That includes:

1. Copying staff.
2. Copying homerooms.
3. Promoting students to their next academic grade and/or school.
4. Assigning students to their next year homerooms.
5. Assigning the appropriate academic programs.
6. Printing students' name lists.

1. Copy Staff

Staff list needs to be copied for next academic year in order to able to assign them for next year homerooms, this can be done from:

School ⇨ Staff ⇨ Staff

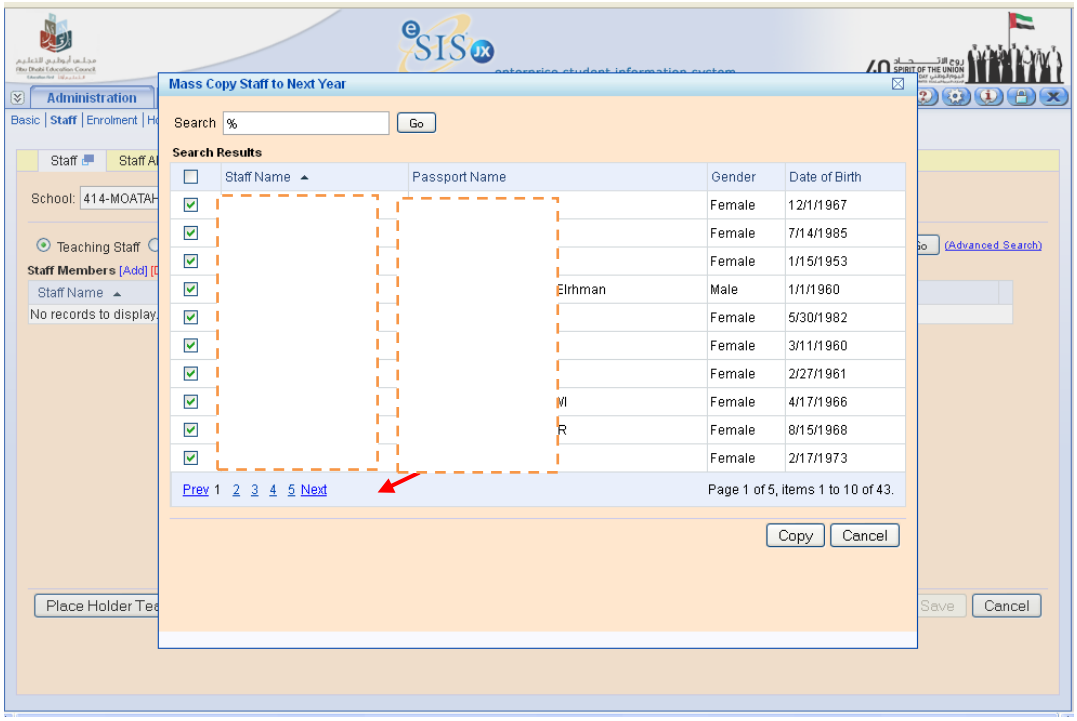
1. First make sure you are on the next academic year screen, by choosing the **Next** Radio button next to the year label. The screen will show in orange, as an indicator.

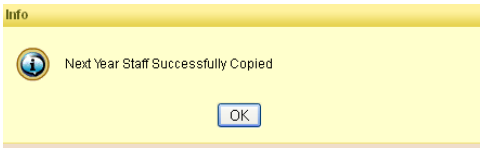
2. Click on **Copy from Previous Year** button.

3. Click on the **Go** button, a list of all staff names will be displayed.

Check on **Select all** checkbox; all staff records will be selected. Click on **Copy** button, again. A confirmation message will pop up informing that the copy process was done successfully

4. Click the **OK** button. Click on **Cancel** button to close the screen.





In order to display the new staff list, click on the **Go** button from Staff screen.

2. Copy Homerooms

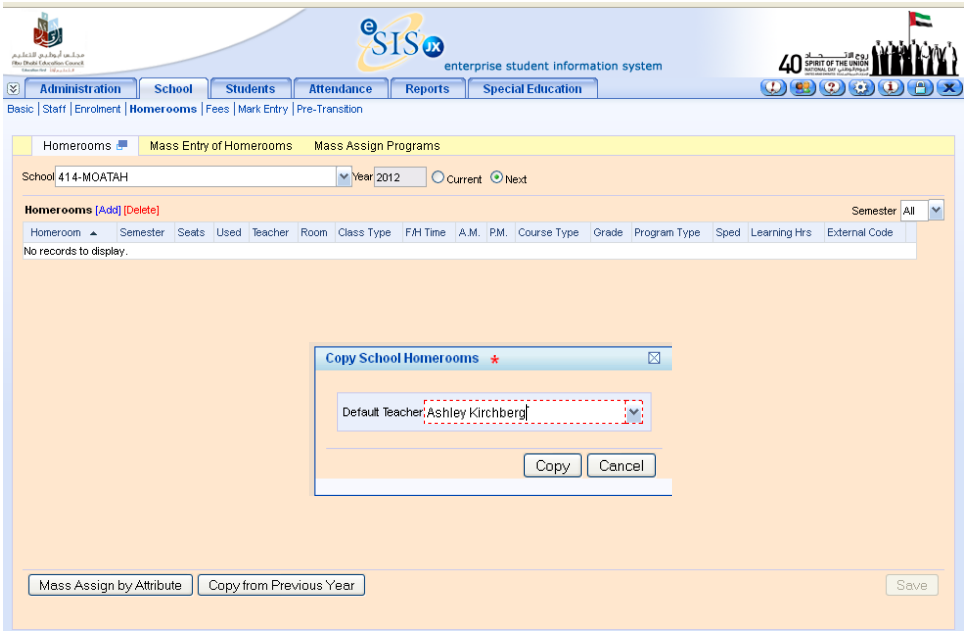
Copy homerooms will be done, from:

School ⇨ Homerooms ⇨ Homerooms

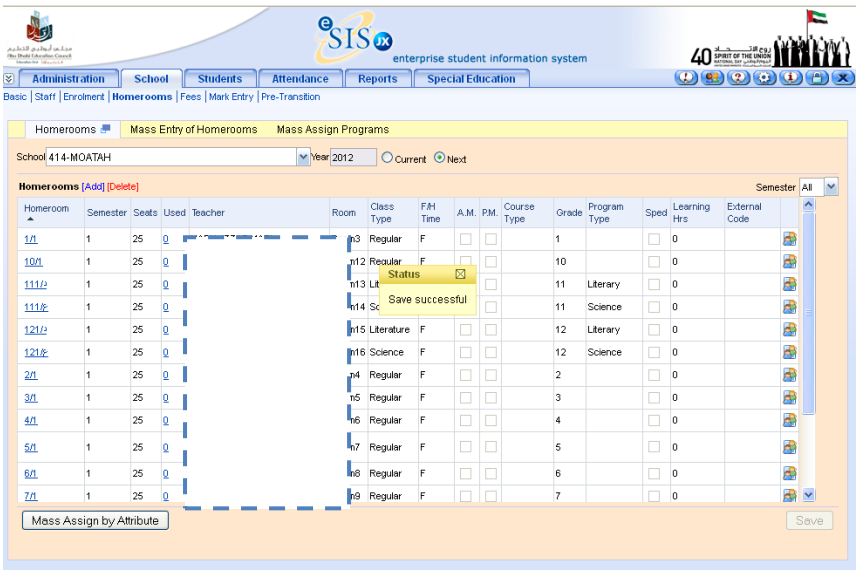
1. First make sure you are on the **next** academic year screen, by choosing the **Next** Radio button next to the year label. The screen will show **orange**, as an indicator.
2. Click on **Copy from Previous Year** button. A copy school homeroom screen will pop up; select a staff name from the **Default Teacher** drop down menu.

This teacher will be used as a **replacement** for any teacher not returning to the school next year. Once copied; use this teacher as a reference for homerooms that need a new teacher added.

3. Click on **Copy** button.


enterprise student information system
Administration
School
Students
Attendance
Reports
Special Education
Basic | Staff | Enrolment | Homerooms | Fees | Mark Entry | Pre-Transition
Homerooms
Mass Entry of Homerooms
Mass Assign Programs
School 414-MOATAH
Year 2012
Current
Next
Homerooms [Add] [Delete]
Semester All
Homeroom | Semester | Seats | Used | Teacher | Room | Class Type | F/H Time | A.M. | P.M. | Course Type | Grade | Program Type | Sped | Learning Hrs | External Code
No records to display.
Copy School Homerooms
Default Teacher Ashley Kirchberg
Copy
Cancel
Mass Assign by Attribute
Copy from Previous Year
Save

4. An exact copy of **current academic** year Homerooms will be displayed.


enterprise student information system
Administration
School
Students
Attendance
Reports
Special Education
Basic | Staff | Enrolment | Homerooms | Fees | Mark Entry | Pre-Transition
Homerooms
Mass Entry of Homerooms
Mass Assign Programs
School 414-MOATAH
Year 2012
Current
Next
Homerooms [Add] [Delete]
Semester All
Homeroom | Semester | Seats | Used | Teacher | Room | Class Type | F/H Time | A.M. | P.M. | Course Type | Grade | Program Type | Sped | Learning Hrs | External Code
Status
Save successful
Mass Assign by Attribute
Save

5. At this point, the school user must do the required changes according to the new academic year requirements, like **adding new homeroom, deleting or editing existing homeroom**.
6. Click on **Save** button

To delete a homeroom,

1. Click on the homeroom record to highlight it. Clink the **Delete** link.
2. Click on **OK** to confirm the deletion process.

To add a homeroom, click on the **Add** link.

1. Fill out the required information. Click on **Save** button on the Homeroom details screen.
2. Click on **Save** button on the Homeroom screen.

3. Pre – Transition

The Pre - Transition process is designed to help the system user preparing the current academic year students to be promoted for next academic year grade based on defined settings such as academic performance.

The Pre-Transition students' lists include:

- Active Students
- Coming Students
- Leaving Students
- Remaining Students
- Pre-Enrolled Students.
- Incoming Reservations
- Leaving Reservations

To print all related Pre-Transition reports refer to:
Reports > School > Pre-Transition list.

3.1 Pre –Transition Students within the current School

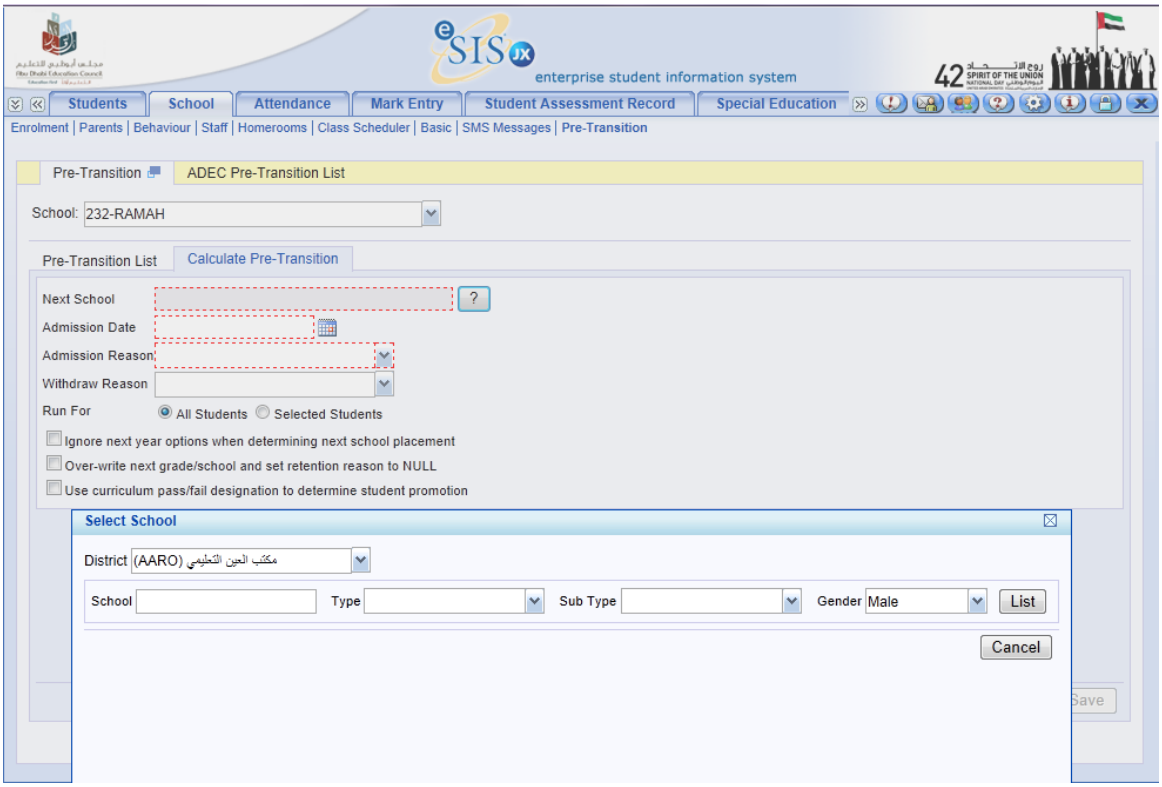
This step is used to promote current year students to their next grade within the same School; based on their Pass/Fail Status.

3.1.1 Calculate Pre-Transition

This can be done from:
School ⇨ Pre-Transition ⇨ Pre-Transition ⇨ Calculate Pre-Transition

1. Select **Next** school by clicking on the ? button. **Select School** screen will popup.
2. The current **District** is displayed by default. You can search for the required school by either using the filtering criteria at the top row, such as School **Type**, **Sub-type** or **Gender**. Otherwise, type the Next school ID number in the **School** field, then click the **List** button. Click a **school name** hyperlink to select it.

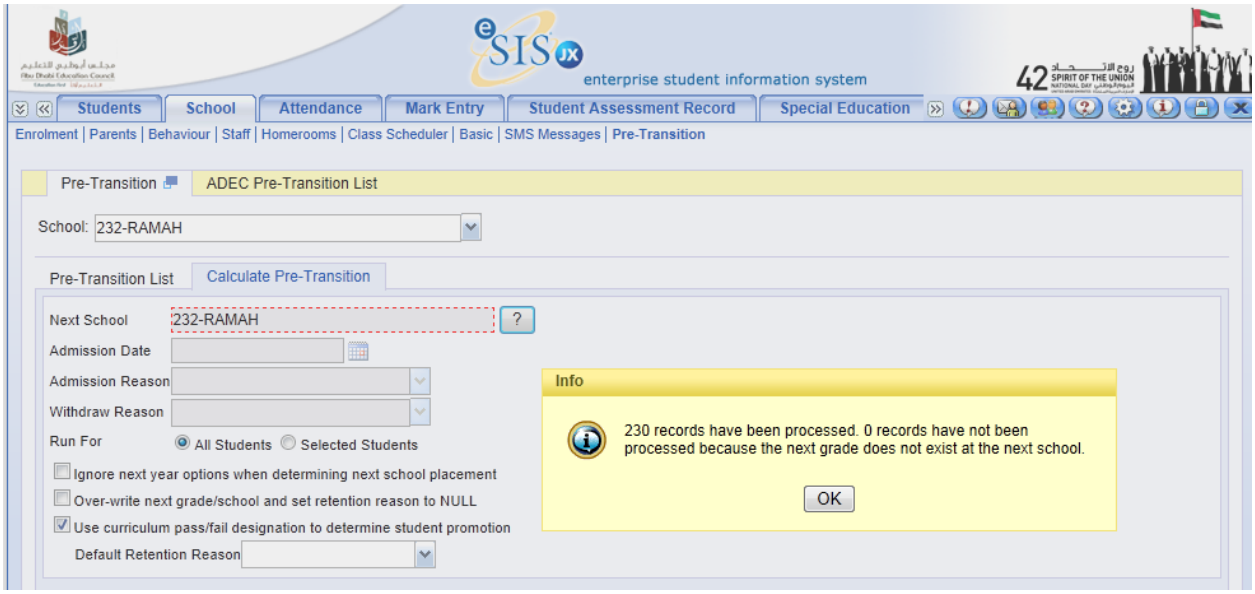
In this step we are promoting the students within the same school, which means that the **Next** school is the same as the **Current** school.



3. Once the next school is the **same as the current school**, the **Admission Date, Admission Reason, Withdraw Reason** will become **demit**.
4. Select **All Students** Radio from the **Run For** line.
5. Select the **Use curriculum pass/fail designation to determine student promotion** check box.
6. A **warning** message pops up, informing that **"The option you selected depends on the student's Pass/Fail status. Make sure to set it for all students before you run Pre transition",** Click on **OK**.
7. Choose **Retained** from the **Default Retention Reason** drop down menu.
8. Click on **Save** to start the Pre-transition process.

A notification **message** pops up displaying the number of students that were treated during the Pre-transition process, number of students that were assigned next grade, and number of students that were not assigned next grade.

9. Click on **OK**.

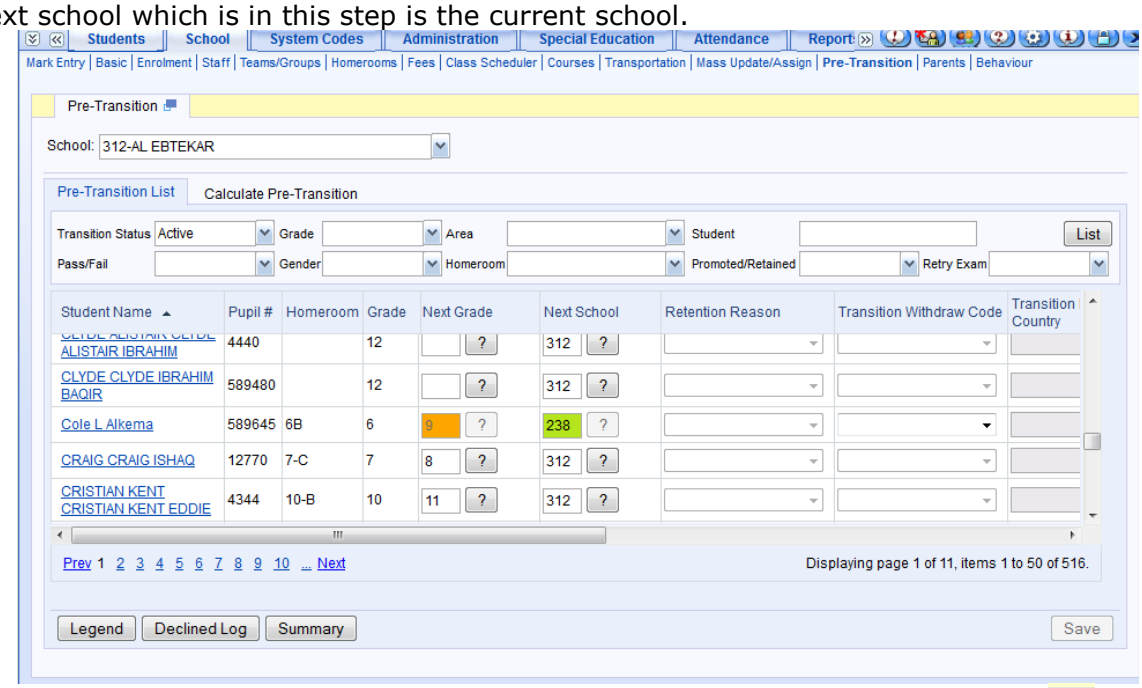

eSIS JX
enterprise student information system
Students
School
Attendance
Mark Entry
Student Assessment Record
Special Education
Enrolment | Parents | Behaviour | Staff | Homerooms | Class Scheduler | Basic | SMS Messages | Pre-Transition
Pre-Transition
ADEC Pre-Transition List
School: 232-RAMAH
Pre-Transition List
Calculate Pre-Transition
Next School 232-RAMAH
Admission Date
Admission Reason
Withdraw Reason
Run For All Students Selected Students
Ignore next year options when determining next school placement
Over-write next grade/school and set retention reason to NULL
Use curriculum pass/fail designation to determine student promotion
Default Retention Reason
Info
230 records have been processed. 0 records have not been processed because the next grade does not exist at the next school.
OK

3.1.2 Pre-Transition List

This tab is used to view the list of students that was processed by applying the previous step.

School ⇨ Pre-Transition ⇨ Pre-Transition ⇨ Pre-Transition List

1. Select **Active** from the **Status** drop down menu.
2. Click on the **List** button to display the student list.
3. You may narrow the produced list by choosing different criteria at the top row such as Grade, Homeroom, Pass /Fail status. The records will display each student status, next grade and the next school which is in this step is the current school.

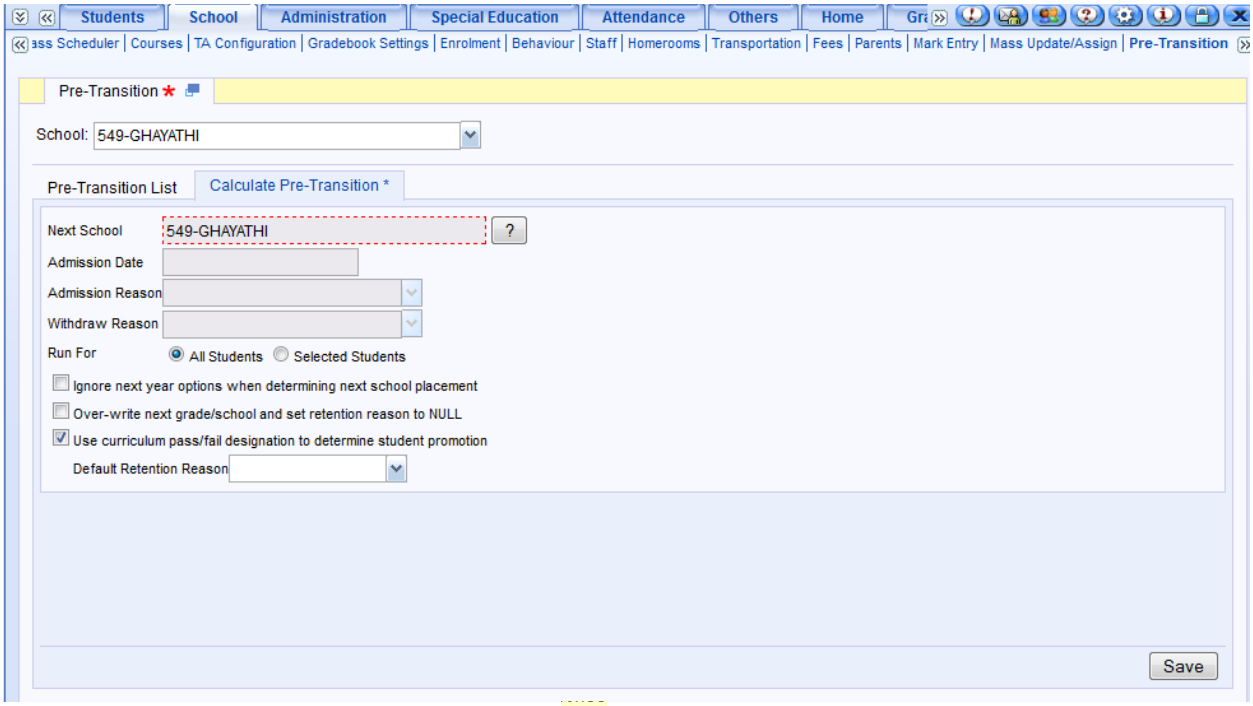


4. From this screen, the school user can change the next school by clicking on the ? Button next to **Next School**, and choose the new required school name and ID from the schools list.
5. Click on **Save**.
6. Click on **Next** hyperlink to view the rest of the students' records.
7. In case the **Next Grade is not defined** in any of the selected schools, the box will be changed to orange color. While the change to yellow color will indicate that Next Grade is not matching with the student status. For example: If the student is in grade 6 and his next grade is 6 and he has a Pass status.

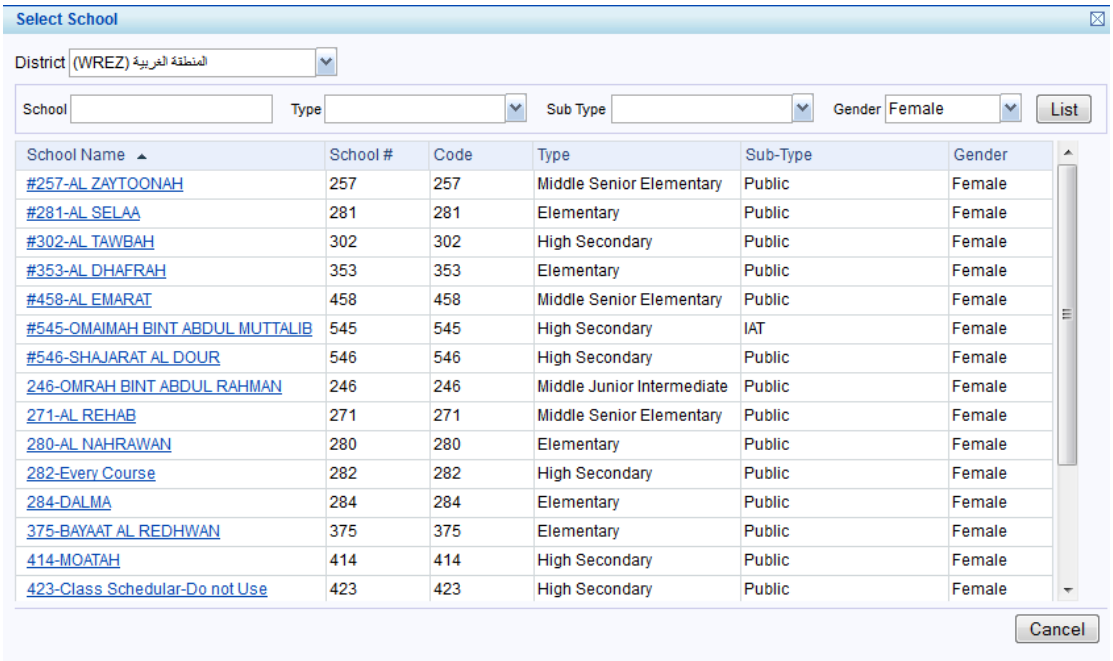
3.2 Pre – Transition the last Grade in the current school

This can be done from:
School ⇨ Pre-Transition ⇨ Pre-Transition ⇨ Calculate Pre-Transition
This step will help promote students in the last grade at their school to the next grade at the next school; based on their Pass/Fail status, to achieve that follow the below steps:

3.2.1 Calculate Pre-Transition



1. Select **Next** school by clicking on the ? button. **Select School** screen will popup.



School Name	School #	Code	Type	Sub-Type	Gender
#257-AL ZAYTOONAH	257	257	Middle Senior Elementary	Public	Female
#281-AL SELAA	281	281	Elementary	Public	Female
#302-AL TAWBAH	302	302	High Secondary	Public	Female
#353-AL DHAFRAH	353	353	Elementary	Public	Female
#458-AL EMARAT	458	458	Middle Senior Elementary	Public	Female
#545-OMAIMAH BINT ABDUL MUTTALIB	545	545	High Secondary	IAT	Female
#546-SHAJARAT AL DOUR	546	546	High Secondary	Public	Female
246-OMRAH BINT ABDUL RAHMAN	246	246	Middle Junior Intermediate	Public	Female
271-AL REHAB	271	271	Middle Senior Elementary	Public	Female
280-AL NAHRAWAN	280	280	Elementary	Public	Female
282-Every Course	282	282	High Secondary	Public	Female
284-DALMA	284	284	Elementary	Public	Female
375-BAYAAT AL REDHWAN	375	375	Elementary	Public	Female
414-MOATAH	414	414	High Secondary	Public	Female
423-Class Schedular-Do not Use	423	423	High Secondary	Public	Female

2. The current **District** is displayed by default. You can search for the required school by either using the filtering criteria at the top row, such as School **Type**, **Sub-type** or **Gender**. Otherwise, type the Next school ID number in the **School** field, then click the **List** button.

All schools within the selected District that have same gender setting as the current school will be displayed in the list by default.

3. Click on the **school** hyperlink to select it.

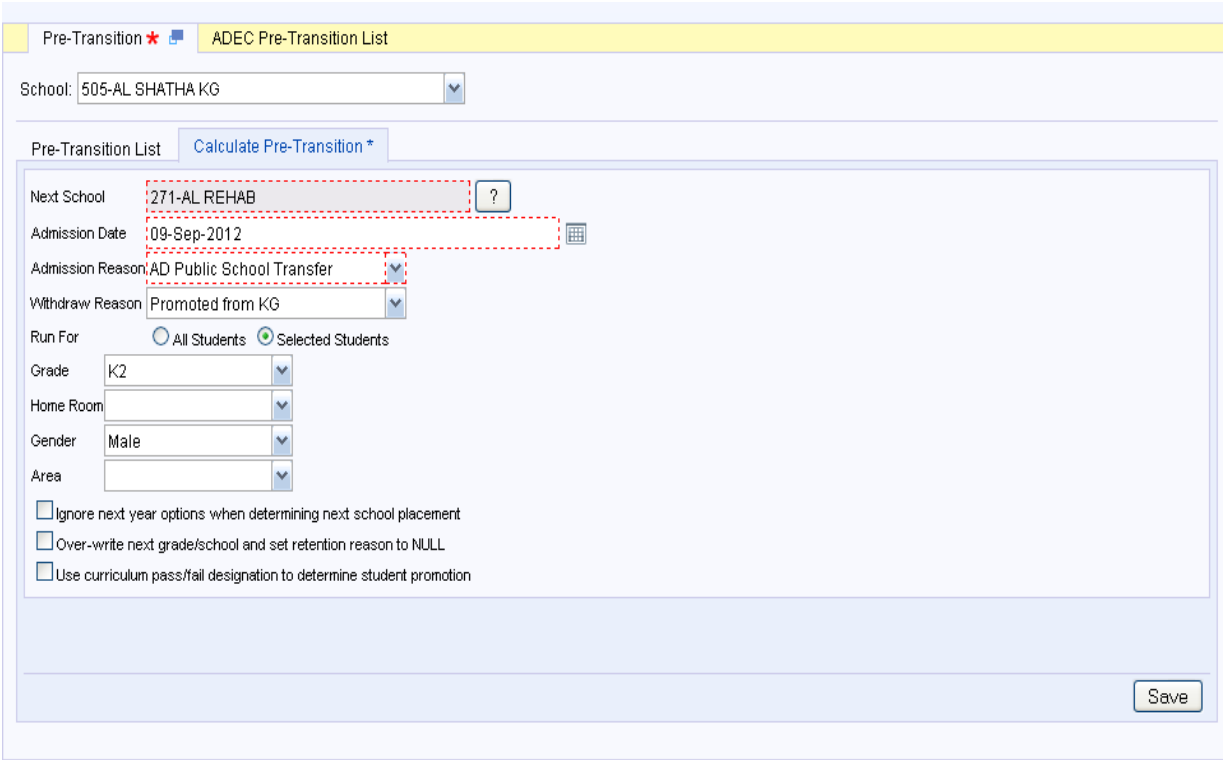
For the **Admission Date**, the date will be populated automatically by the system which is the Next Academic Year enrolment date.

4. Select the **Admission Reason**, **Withdraw Reason** from the drop-down menus.
5. For the **Run For** line, choose **Selected Students**.
6. Here you can define the selected students based on their **Grade**, **Gender**, **Homeroom**, and **Area**.

At this step, the following three scenarios should be taken into consideration:

3.2.1.1 KG students

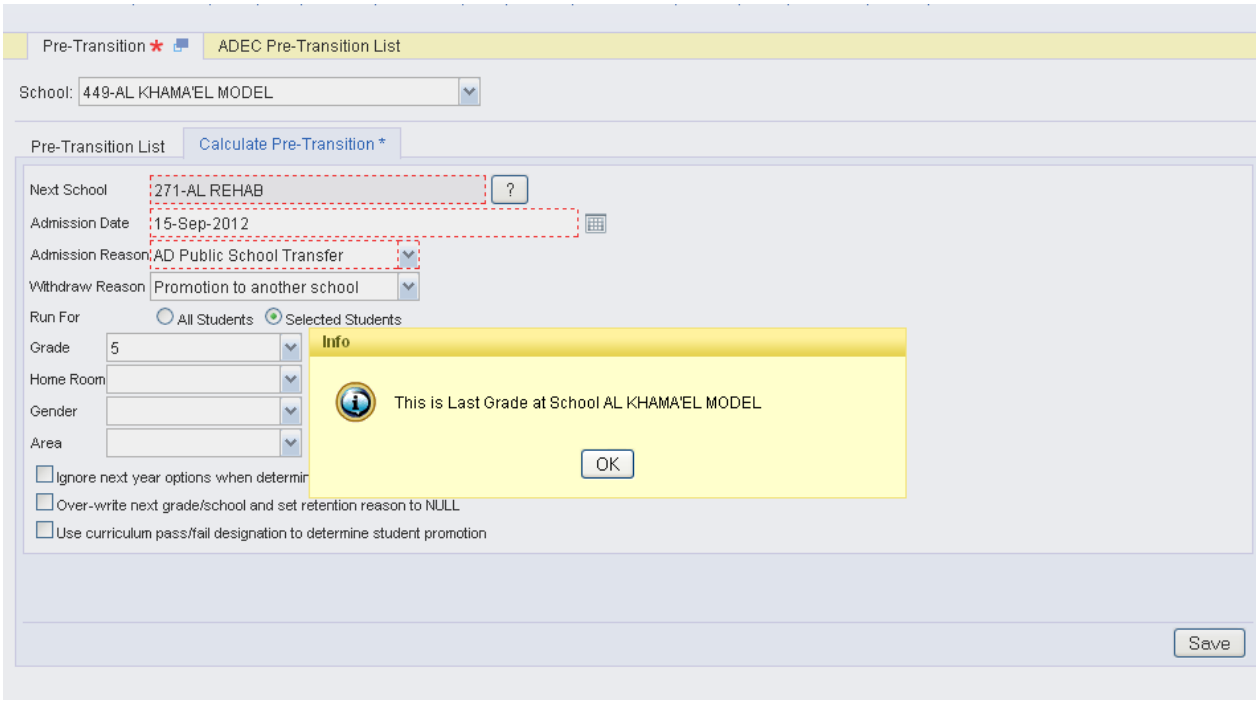
- For KG students; **Gender** can be used to separate the Boy students from the Girl students when calculating the pre-transition, the boys' school leave their current school and promote to the boys' school, and girl students leave their current school and promote to the girls' school.
- **Make sure** to change the **school ID** according to the calculated gender.



3.2.1.2 Last Grade students

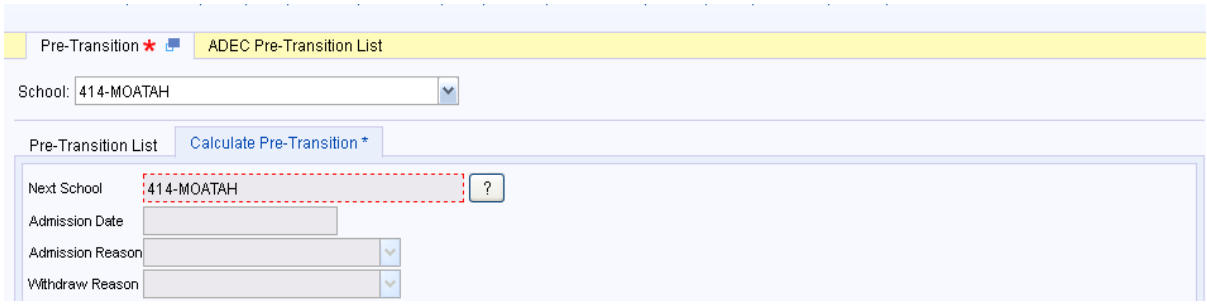
For the **last grade**, the pre-transition calculations have to be made differently than the other school's grades; this can be done as follows:

1. Select Next **School ID** & **Name**.
2. Select the **Admission Reason**, **Withdraw Reason** from the drop-down menu.
3. For the **Run For** line, choose **Selected Students**.
4. Select **Over-write next grade/school and set retention reason to NULL**, check box. By ticking this option all previous calculation that was done for the selected grade will be overwritten by the new calculated settings. This means all current grades will be promoted within the same school, except the last grade where they will be promoted to their next grade which is outside their current school.
5. Select the **Use curriculum pass/fail designation to determine student promotion** check box if desired based on the selected grade (according to ADEC roles there is no fail for 1-5 grades).
6. Select the **Default Retention Reason** from the drop down menu, if desired.
7. Click on **Save** to start the process.

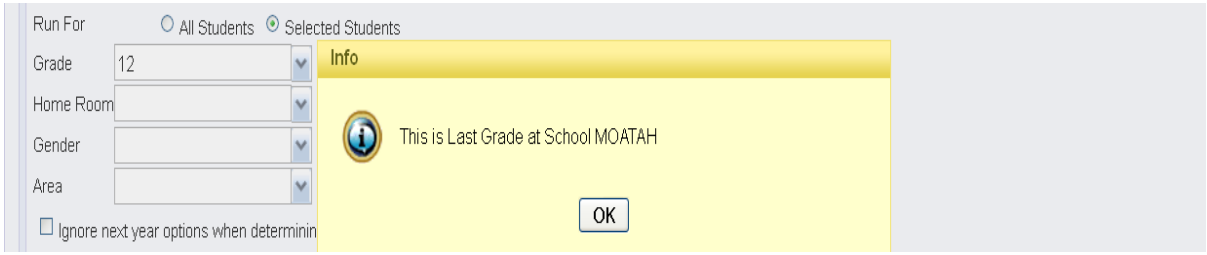


3.2.1.3 Grade 12 students

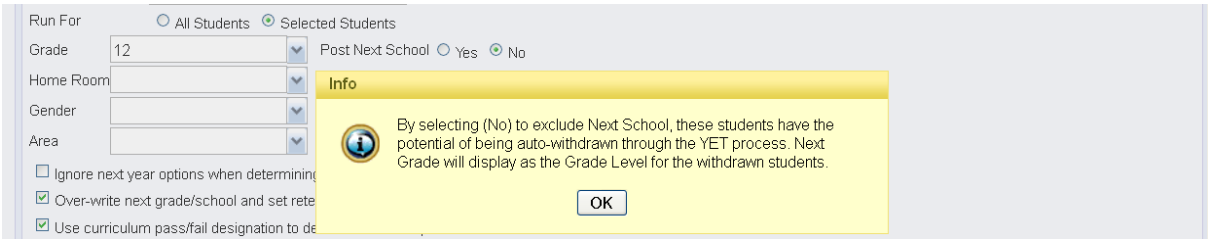
When pre-transitioning **Grade 12** students a message will pop up informing that the selected grade is the last grade in the **current school**.
To complete the process do the following:



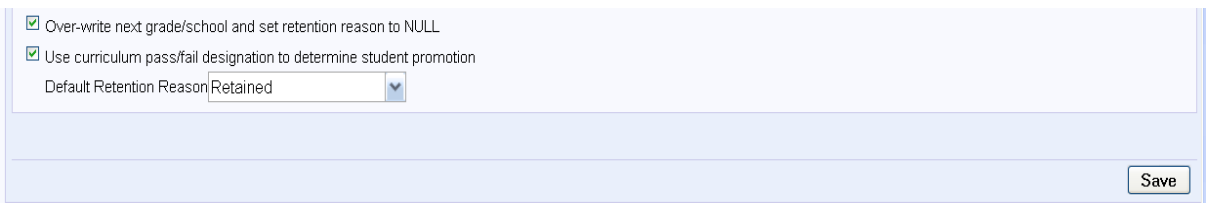
1. Select Next **School ID** & **Name**, which is in this case, is the same school.
2. For the **Run For** line, select **Selected Students**.
3. Select Grader 12, the pop up message will displayed not that, click notifying that this is the last grade in this school. Click on **OK**.
4. New option will appear: **Post Next School**, click on **NO**.



5. By selecting the **NO** option a message will pop up notifying that: By selecting (No) to exclude Next School, these students have the potential of being auto-withdrawn through the YET process. Next Grade will display as the Grade Level for the withdrawn students.

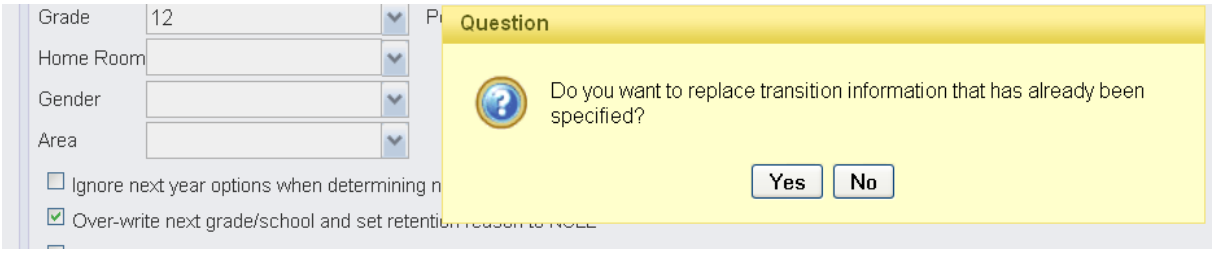


6. Select **Over-write next grade/school and set retention reason to NULL**, check box. By ticking this option all previous calculation that was done for that selected grade will be overwritten by the new calculated settings. That means all current grades will be promoted within the same school, except of the last grade where they will promoted to their next grader which is outside their current school.

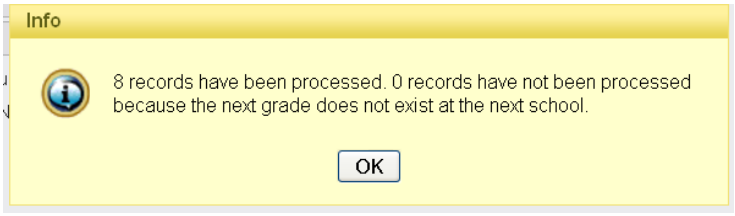

Over-write next grade/school and set retention reason to NULL
Use curriculum pass/fail designation to determine student promotion
Default Retention Reason
Retained
Save

7. Select the **Use curriculum pass/fail designation to determine student promotion** check box, which means that fail students will remain in their original school based on the reason selected in the next step.

8. Select the **Default Retention Reason** from the drop down menu.
9. Click on **Save** to start the process.
10. As the **Over-write** option was selected earlier; a pop message will show asking: Do you want to replace transition information that has already been specified? – click on **Yes**



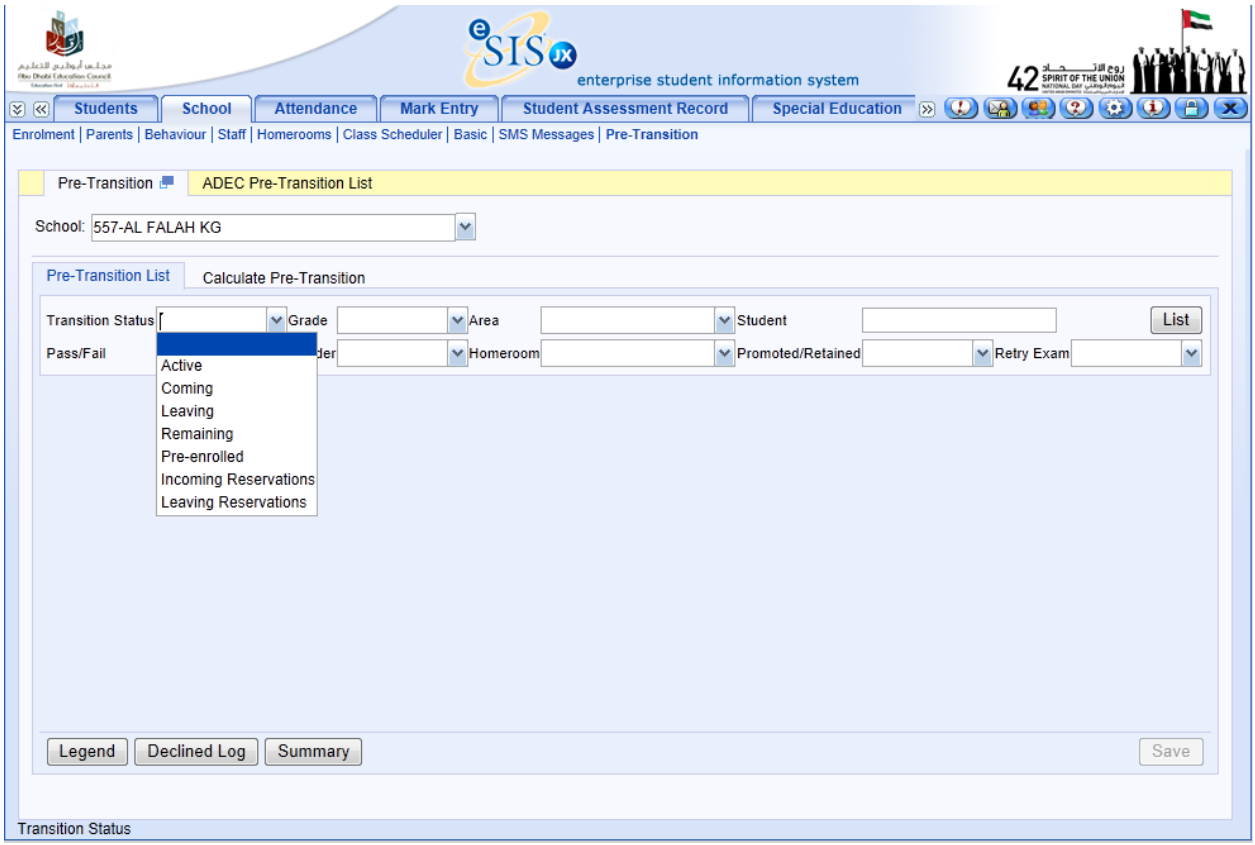
11. Another message will pop up specifying the number of records that were processed/not processed (fail students).


Info
8 records have been processed. 0 records have not been processed because the next grade does not exist at the next school.
OK

3.2.2 Pre-Transition List

The Pre-Transition students' lists include:

1. **Active** Students
2. **Coming** Students.
3. **Leaving** Students.
4. **Remaining** Students.
5. **Pre-Enrolled** Students.
6. **Incoming reservations**
7. **Leaving reservations**



3.2.2.1 Pre-Transition for Active Students

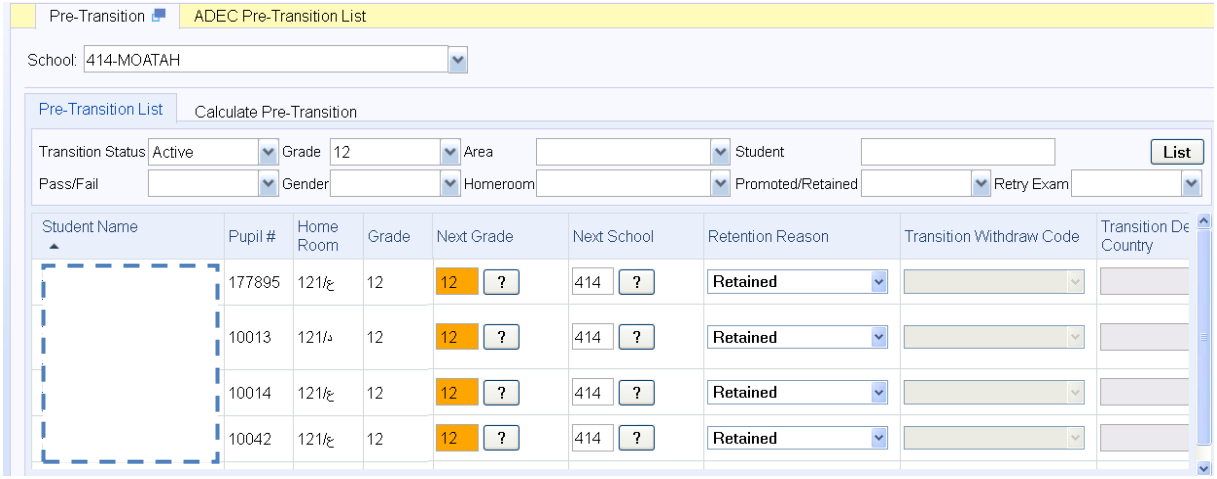
To view the list of students that was processed by applying the previous step, go to:
School ⇨ Pre-Transition ⇨ Pre-Transition ⇨ Pre-Transition List

1. Select of **Leaving** from the **Status** drop down menu and select **12** from the Grade drop down menu to view the **Passed** students.

Or, Select **Active** from the **Status** drop down menu and select **12** from the Grade drop down menu to view the **fail** students.

2. Click on the **List** button to display the student list.
3. You may narrow the produced list by choosing different criteria at the top row, such as Grade, Homeroom and Pass/Fail status.Each record will display each student status, next grade and the next school which is in this step is the transition to school.
4. From this screen, the school user can change the next school by clicking on the Button next to **Next School**, and choose the new required school name and ID from the school list. Also the user may change the withdraw reason by choosing a different value from the Withdraw drop down menu.
5. Click on **Save**.

6. Click on **Next** hyperlink to view the rest of the students' records.



3.2.2.2 Handling individual Transfer using the Pre – Transition screen

The pre-transition screen can be used also to transfer student(s) to another school for the **next year** only, this can be done from:

School ⇨ Pre-Transition ⇨ Pre-Transition ⇨ Pre-Transition List

1. Type the student pupil number.
2. Click on the **List** button to display the student record.
3. Click on the Button to select the transfer to, school name & Id number.
4. Select a withdraw reason from the drop down menu.
5. Select the **Admission Reason**, **Withdraw Reason** from the drop-down menu.
6. Click on **Save.**

To view the record:

1. Select **Leaving** from the **Student Status** drop down menu.
2. Type Student pupil number in the Student Field.
3. Click on the **List** button to display the student record.
4. The new school name & number will be displayed.

The same student record can be displayed at the Transfer to school from the same screen, by selecting **Coming** from the **Student Status** drop down menu.

Decline Students using the Pre – Transition screen

School ⇨ Pre-Transition ⇨ Pre-Transition ⇨ Pre-Transition List

1. Select **Leaving** from the **Student Status** drop down menu
2. Click on the **List** button to display the student records.
3. Select the **Decline** check box next to student record.
4. Select **Decline Reason** from the drop down menu.
5. Click on **Save.**
6. Click on **Next** hyperlink to view the rest of the student records.
7. Repeat the above step # 3 if required.

When **declining a student** the system will send an email to the original sending school with the declined student pupil number, Name and decline reason.

Also, the **Decline Log** will be updated, the decline log and can be used to display a list of students that were declined from both incoming next school, or outgoing current schools based on the chosen option (the selected radio button).

3.2.2.3 Pre-Transition for Pre- Enrolled Students

To view the list of pre-enrolled students for next academic year, go to:
School ⇨ Pre-Transition ⇨ Pre-Transition ⇨ Pre-Transition List

1. Select **Pre-enrolled** from the **Student Status** drop down menu
2. Click on the **List** button to display the student records.
3. Click on the [?] to select next year homeroom.
4. Click on **Next** hyperlink to view the rest of the student records.

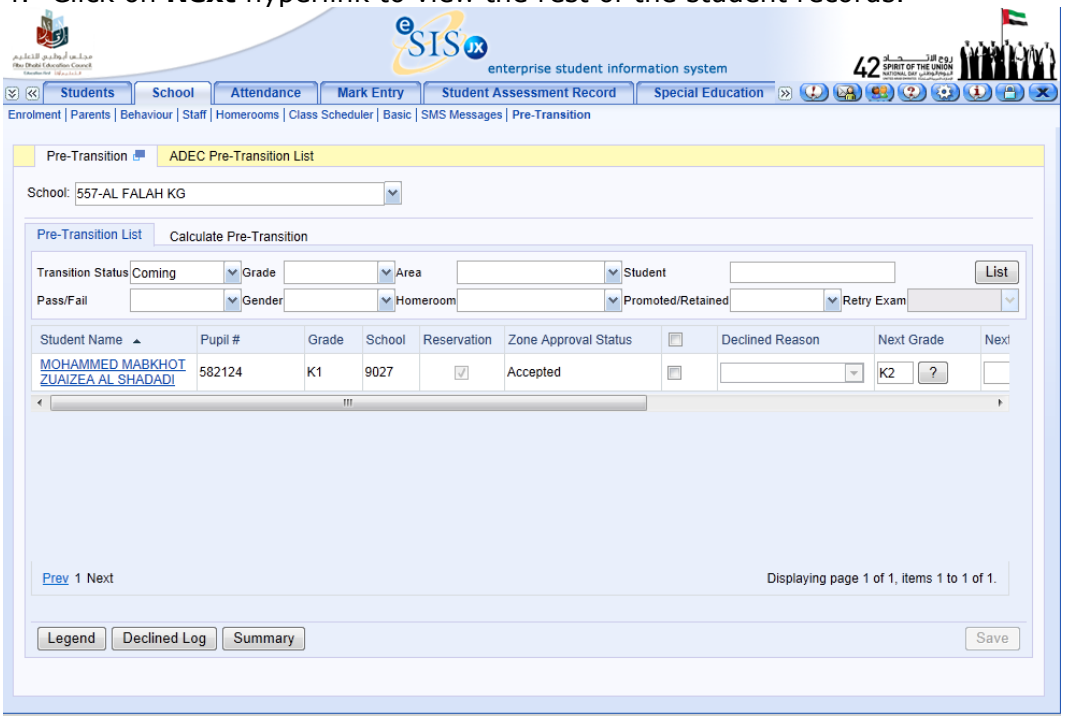
Pre-enrolled students can be distributed to next year homerooms by using the **Mass Assign by Attribute** utility, which will be talking about later in this document.

Also, the **Decline Log** will be update, and can be used to view the all declined records from both incoming and outgoing schools based on the selected option.

3.2.2.4 Pre-Transition for Coming Students

To view the list of Coming students for next academic year, go to:
School ⇨ Pre-Transition ⇨ Pre-Transition ⇨ Pre-Transition List

1. Select of **Coming students** from the **Student Status** drop down menu
2. Click on the **List** button to display the student records.
3. Click on the [?] to select next year homeroom.
4. Click on **Next** hyperlink to view the rest of the student records.



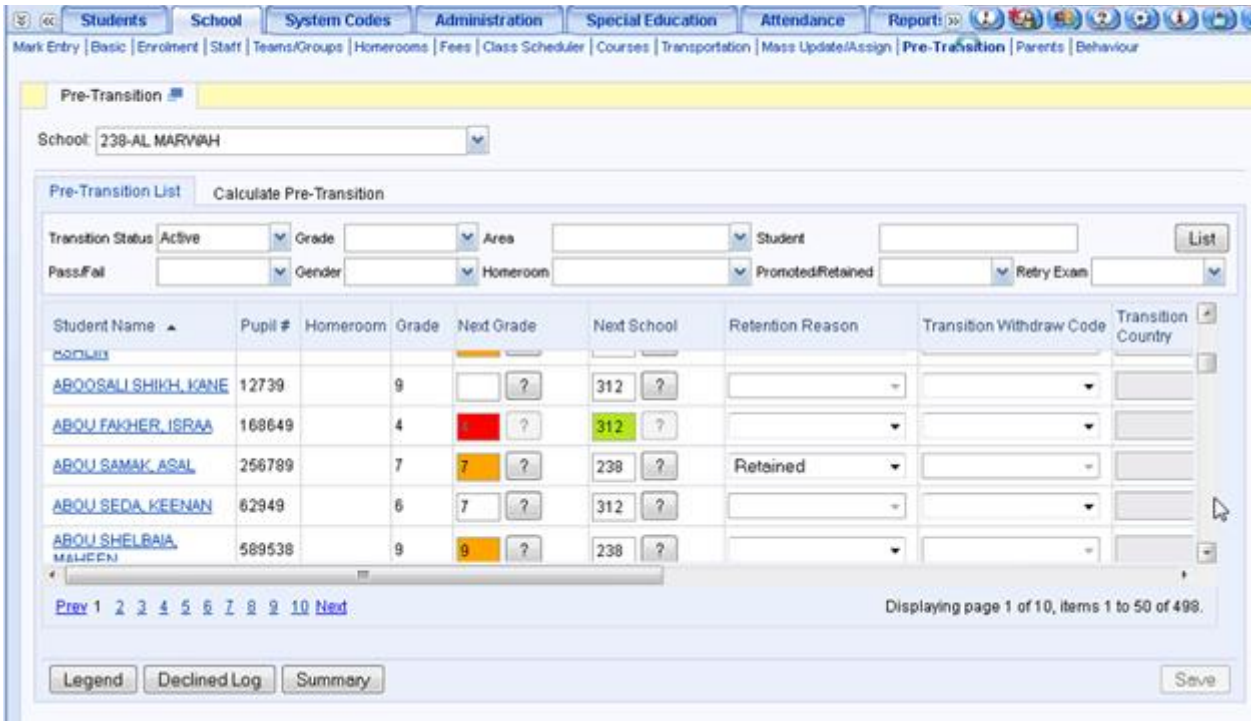
3.2.2.5 Pre-Transition for Next Year Reservations

Upon Save of the student's reservation to a school from **Students > Enrolment > Admit**, a Pre-Transition record will be created for Next Year.

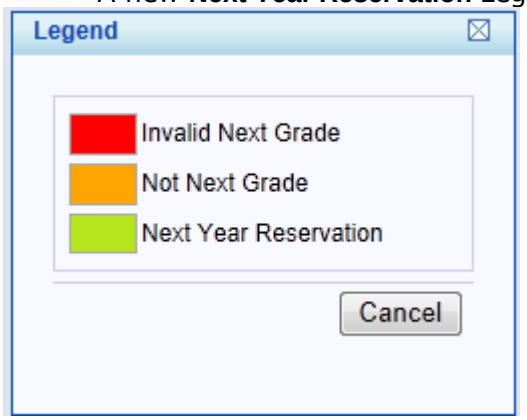
A new **Reservation** column has been added to the Pre-Transition List screen (where Transition Status equals Coming) to identify records created using the new Reservation functionality. A checkbox will be enabled in the new column to flag the selected record as a reservation.

The **Reservation** checkbox for all existing pre-transition records will be defaulted to 'disabled'. Only those records created by the reservation function will have this checkbox enabled.

- If the **student** has an existing pre-transition record with a reservation, then a second reservation cannot be made.
- **Incoming Reservations** will be identical to the Transition Status of 'Coming' except the list view will be filtered to only show the incoming students whose pre-transition records for the school were made as a reservation.
- **Leaving Reservations** will be identical to the Transition Status of 'Leaving' except the list view will be filtered to only show the pre-transition records for students whose next school was set by a reservation.
- **Users** from the current school, where the student is currently active, **cannot** modify the transition records created via a reservation. **Only users** from the destination school will be able to **decline** transition records created for their school.



A new **Next Year Reservation** Legend has been added.



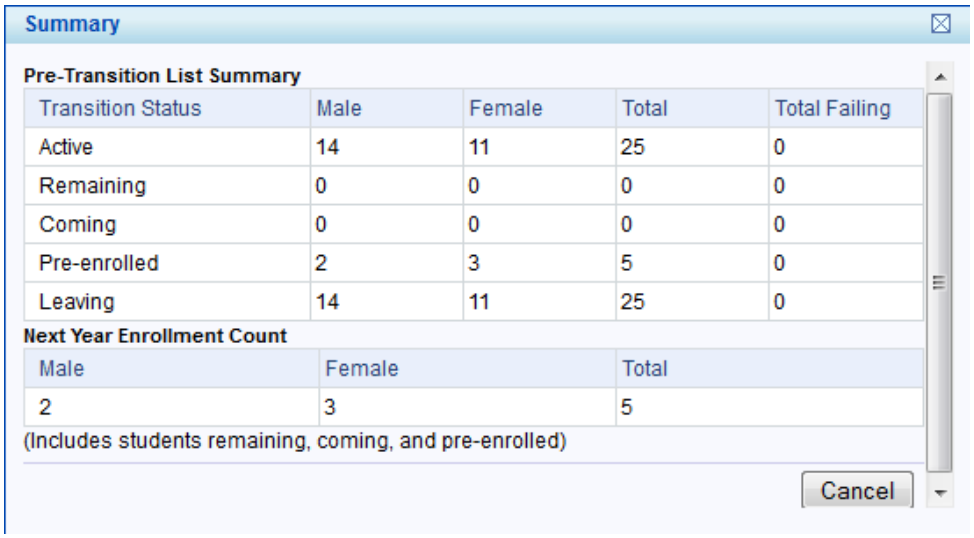
- The **Next School** cell (for the **Active & Leaving** views) will be displayed in **green** for specific pre-transition records to identify that a 'reservation' record has been set. The new colour code will only appear when Transition Status is equal to 'Active' or 'Leaving'.
- If the **student** has an **existing pre-transition** record to another school that is not a reservation and a reservation is created, the Reservation function will overwrite the existing transition record with the new destination school, next grade and enable the Reservation checkbox.
- If a **reservation** is made **after** '**Calculate Pre-Transition'** has been run, the reservation will override the existing record on the pre-transition screen.
- If the **student does not** have a **pre-transition record**, then a new record will be created with the reservation details for the new destination school, next grade and enable the Reservation checkbox.
- The **Calculate Pre-Transition** function has been modified to prevent the alteration of any pre-transition records created via a reservation.
- If **Use curriculum pass/fail designation to determine student promotion** is selected and if the student fails then the **Next Grade** field on the Reservation record in Pre- Transition will be automatically updated to retain the current grade. The **Next School** will still contain the destination school reserved.
- **Next Grade** will reflect the new promotion status (student failed) but the reservation will still proceed. The destination school is responsible for updating the student's grade.

3.2.3 Pre – Transition Summary Report

A Summary Report can be used to display all students information based on their Pre-Transition status, this can be done from:

School ⇨ Pre-Transition ⇨ Pre-Transition ⇨ Pre-Transition List

1. Click on the **Summary** button at the bottom of the screen.
2. The **Summary** window will pop up, displaying the numbers of each student status type that was processed during the Pre-transition.
   - **Active** Students: student is currently enrolled in the school for the current school year.
   - **Coming** Students: Student transitioning to the selected school from another school for the next school year.
   - **Leaving** Students: Student transitioning to another school in the system for the next school year or leaving the school.
   - **Remaining** Students: Student is staying in the same school for the next school year.
   - **Pre-Enrolled** Students: student is new and pre-enrolled for the next school year.

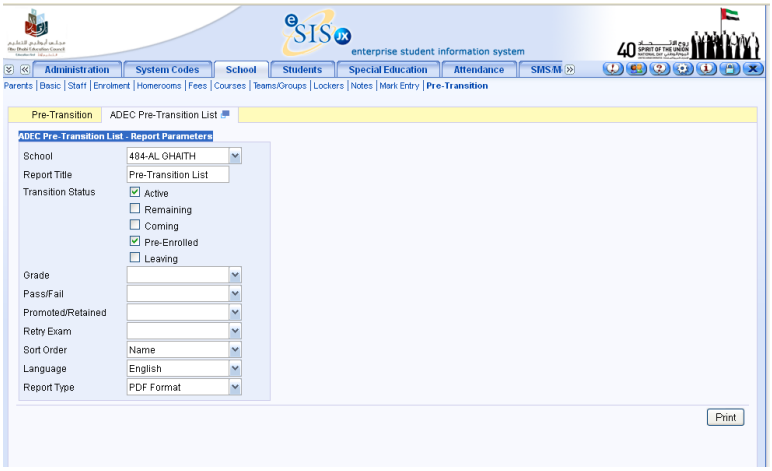

Summary
Pre-Transition List Summary
Transition Status | Male | Female | Total | Total Failing
Active | 14 | 11 | 25 | 0
Remaining | 0 | 0 | 0 | 0
Coming | 0 | 0 | 0 | 0
Pre-enrolled | 2 | 3 | 5 | 0
Leaving | 14 | 11 | 25 | 0
Next Year Enrollment Count
Male | Female | Total
2 | 3 | 5
(Includes students remaining, coming, and pre-enrolled)
Cancel

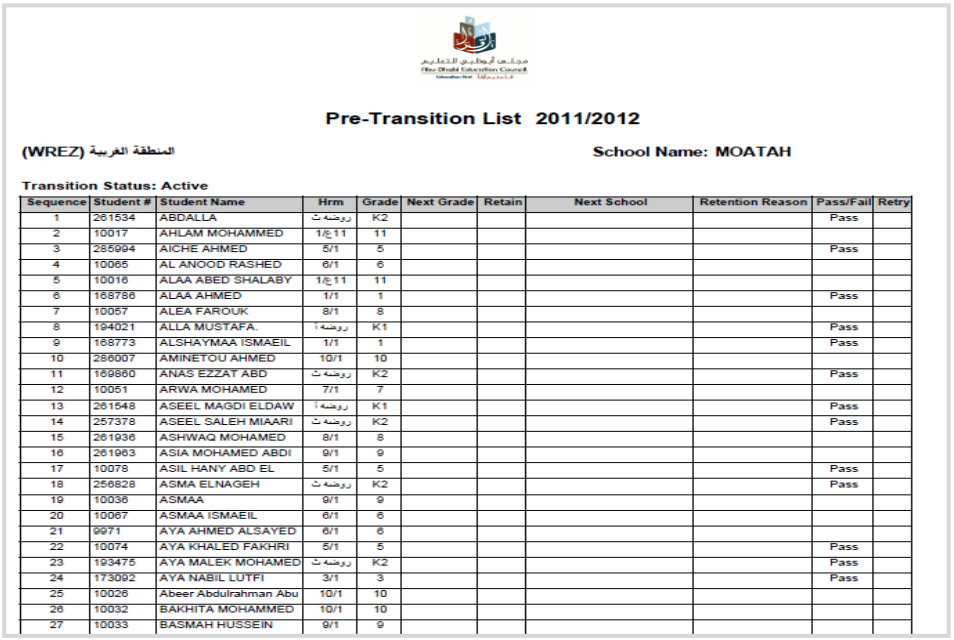
4. Printing Pre–Transition Reports

To print all related Pre-Transition reports, this can be done from:

School ⇨ Pre-Transition ⇨ Pre-Transition List

1. From the **Report Parameters** screen, make sure that your current school name is displayed.
2. Select the check box next to the required pre-transition status, one or all can be selected.
3. If required, select other criteria **such as Grade**, **Pass/Fail**, **and Promoted/Retained**.
4. Click on **Print** button to view the chosen report.
5. Click on Print again to send the document for printing.





Pre-Transition List 2011/2012

(WREZ) المنطقة الغربية — School Name: MOATAH

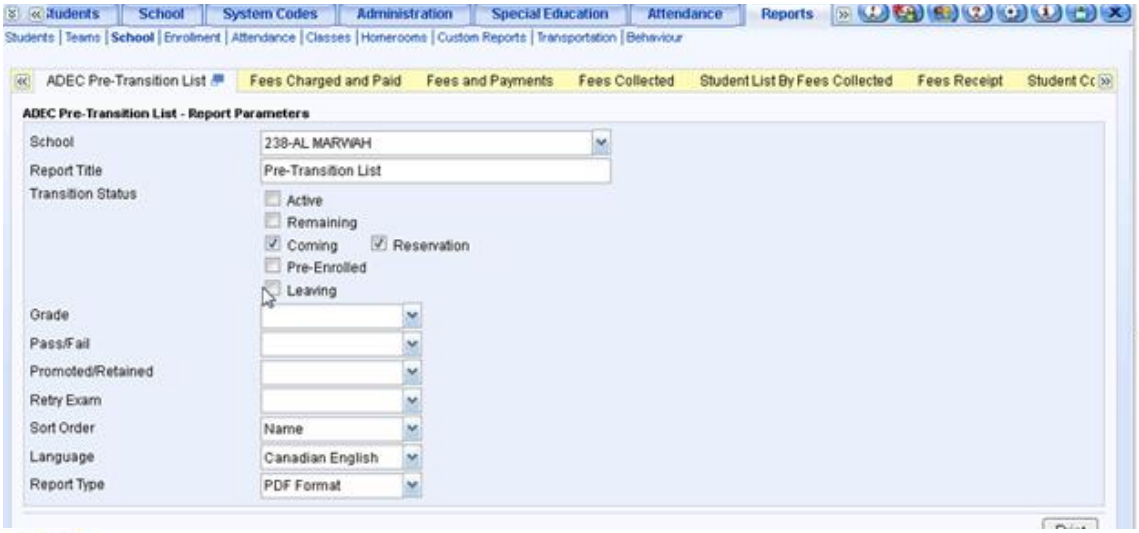
Transition Status: Active

Sequence	Student #	Student Name	Hrm	Grade	Next Grade	Retain	Next School	Retention Reason	Pass/Fail	Retry
1	261534	ABDALLA	روضة ب	K2					Pass	
2	10017	AHLAM MOHAMMED	1/غ11	11						
3	285994	AICHE AHMED	5/1	5					Pass	
4	10065	AL ANOOD RASHED	6/1	6						
5	10016	ALAA ABED SHALABY	1/غ11	11						
6	168786	ALAA AHMED	1/1	1					Pass	
7	10057	ALEA FAROUK	8/1	8						
8	194021	ALLA MUSTAFA.	روضة أ	K1					Pass	
9	168773	ALSHAYMAA ISMAEIL	1/1	1					Pass	
10	286007	AMINETOU AHMED	10/1	10						
11	169860	ANAS EZZAT ABD	روضة ب	K2					Pass	
12	10051	ARWA MOHAMED	7/1	7						
13	261548	ASEEL MAGDI ELDAW	روضة أ	K1					Pass	
14	257378	ASEEL SALEH MIAARI	روضة ب	K2					Pass	
15	261936	ASHWAQ MOHAMED	8/1	8						
16	261963	ASIA MOHAMED ABDI	9/1	9						
17	10078	ASIL HANY ABD EL	5/1	5					Pass	
18	256828	ASMA ELNAGEH	روضة ب	K2					Pass	
19	10036	ASMAA	9/1	9						
20	10067	ASMAA ISMAEIL	6/1	6						
21	9971	AYA AHMED ALSAYED	6/1	6						
22	10074	AYA KHALED FAKHRI	5/1	5					Pass	
23	193475	AYA MALEK MOHAMED	روضة ب	K2					Pass	
24	173092	AYA NABIL LUTFI	3/1	3					Pass	
25	10026	Abeer Abdulrahman Abu	10/1	10						
26	10032	BAKHITA MOHAMMED	10/1	10						
27	10033	BASMAH HUSSEIN	9/1	9						

A **new Reservation option** has been added to the ADEC Pre-Transition List report parameter screen and **new columns added** to the Pre-Transition List report layout.

At least one Transition Status option must be checked with **the Reservation option**.

- If the **checkbox** option is **checked** then the selected pre-transition list report will be filtered to include only student records that were created as a reservation.
- If the **checkbox** is **unchecked** then the selected pre-transition list report will include all records.



For the **School** selected on the parameter form:

- If the school sub-type **equals** '**Public**' then the Non-Emirate column will **appear** on the report output.
- If the school sub-type **does not equal** '**Public**' then the Non-Emirate column will **NOT appear** on the report output.

Pre-Transition List 2013/2014

(ADRO) مكتب أبوظبي التعليمي **School Name: AL MARWAH**

Selection Criteria: School=238-AL MARWAH, Active=No, Remaining=No, Coming=Yes, Pre-Enrolled=No, Leaving=No, Reservation=Yes, Grade=, Pass/Fail=, Promoted/Retained=, Retry Exam=, Sort Order=Name

Transition Status: Coming

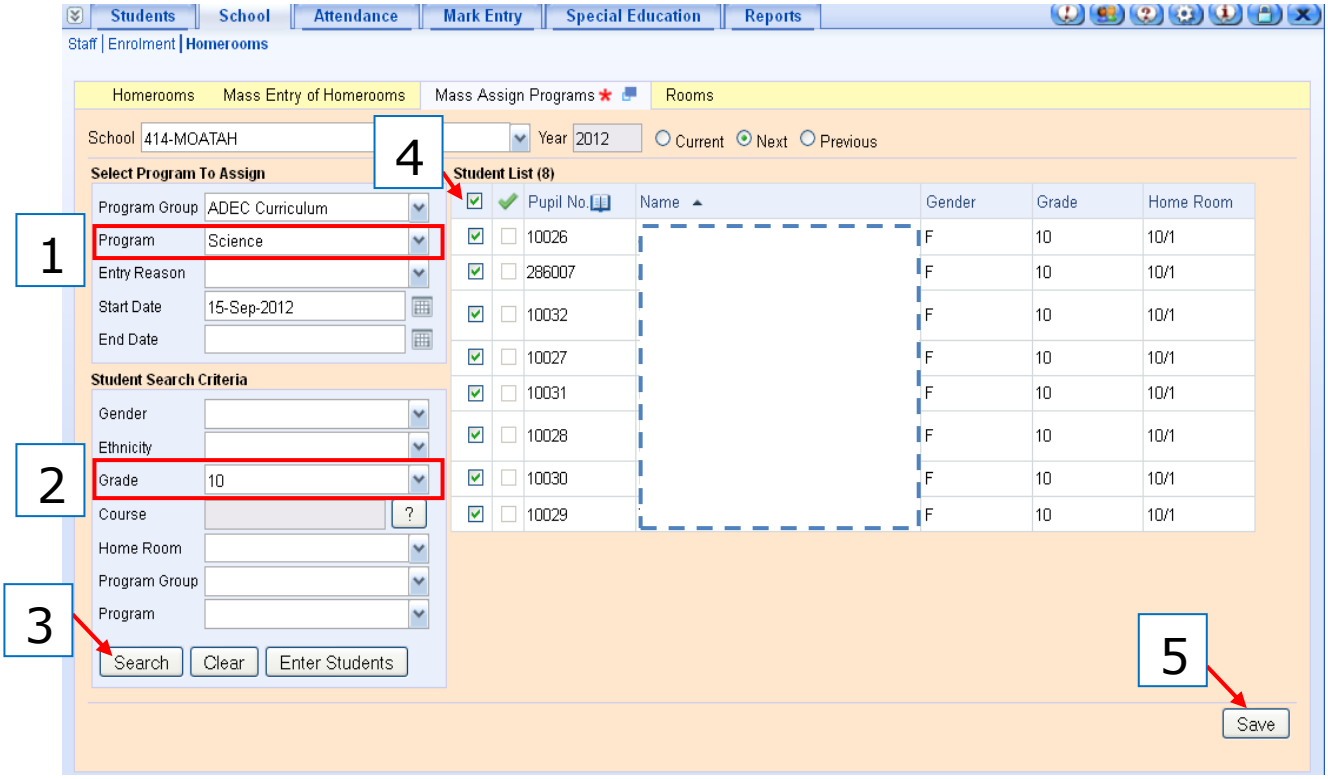
Sequence	Student #	Student Name	Hrm	Grade	Next Grade	Retain	Next School	Reservation	Zone Approval Status	Retention Reason	Pass/Fail	Retry
1	63981	ABDELLATIF,		11	4		AL MARWAH	x	Not Required			
2	12782	ABOH, MALYALA		7	8		AL MARWAH	x	Ready for Review			
3	173738	ABRAHAM, ADITI		9	10		AL MARWAH	x	Ready for Review			
4	589585	ABUALLOL, MARK		9	10		AL MARWAH	x	Not Required			
5	407691	AFONSO, ANASTASIA		6	6	x	AL MARWAH	x	Not Required			
6	64130	AL FANNA, FAYEZ		6	9		AL MARWAH	x	Not Required			
7	589645	Alkema, Cole		6	9		AL MARWAH	x	Not Required			
8	4395	DARWISH AHMAD,		12	9		AL MARWAH	x	Not Required			
9	589843	Fiddler, Doris		7	9		AL MARWAH	x	Not Required			
10	589823	Shatner, William		6	9		AL MARWAH	x	Not Required			
11	589913	f, f		6	5		AL MARWAH	x	Not Required			
12	589863	m, m		12	8		AL MARWAH	x	Not Required			
13	589923	m, m		6	6	x	AL MARWAH	x	Not Required			
14	590053	t1, t1		6	8		AL MARWAH	x	Not Required			

5. Mass Assign Program

This screen will help mass assigning selected program in the current or next year; for a group of students based on **Gender**, **Homeroom** or **Grade**, this can be done from:
School ⇨ Homerooms ⇨ Mass Assign Program
First make sure you are on the next academic year screen, by choosing the **Next** Radio button next to the year label. The screen will show in orange.

1. From the **Program** drop down menu, select the required program.
2. From the **Grad**e drop down menu select the grade.
3. Click on the **Search** button, students list will be displayed.
4. Click the check box next to the student, name or select the entire list from the select all check box.
5. Click the **Save** button.

Note that all the selected students will have a tick next to their displaying record.



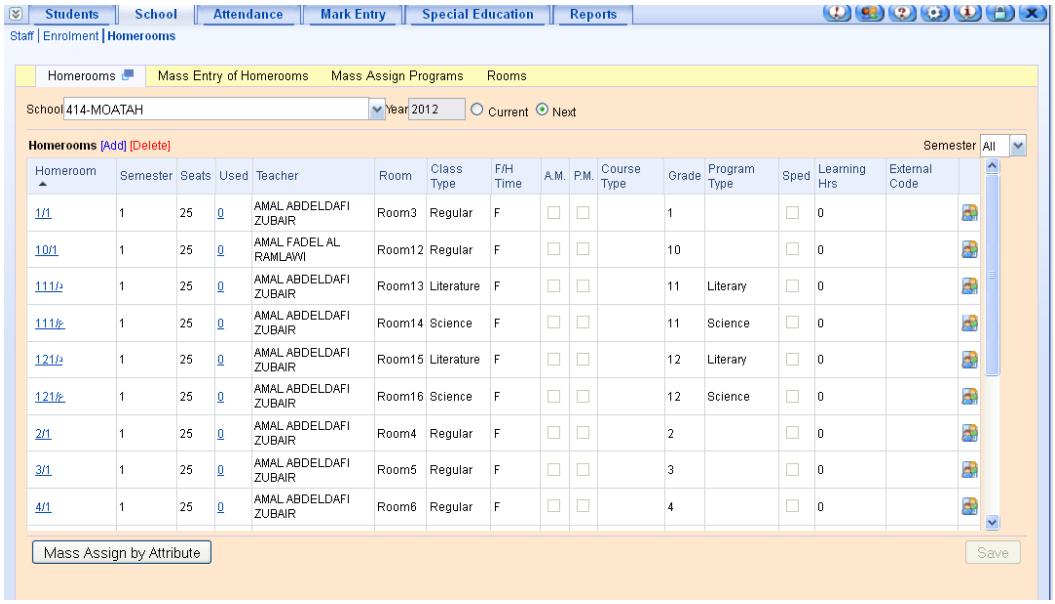
This step is not required for the existing students who already have an assigned program, as the system will automatically keep the program attached with the promoted students.

6. Distributing students to Homeroom

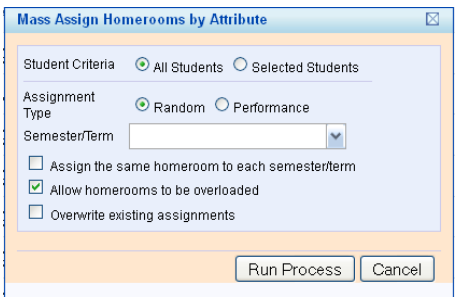
- Distributing students to homerooms can be done **manually** by using the **Mass Entry of Homerooms** screen.
- Distributing them **automatically** based on their performance using the **Mass Assign by Attribute** screen, this functionality reads from the Homeroom **Mass Assignment Attributes** defined for each homeroom details screen. This can be done from:

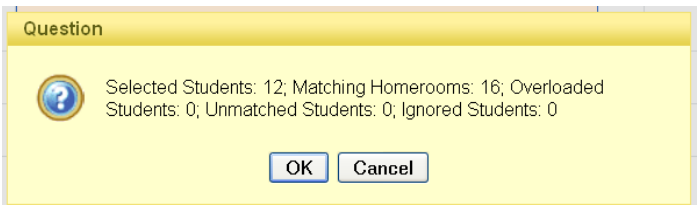
School ⇨ Homerooms ⇨ Mass Assign by Attribute

1. First make sure you are on the next academic year screen, by choosing the Next Radio button next to the year label. The screen will show in orange.
2. At the bottom of the Homeroom screen, click on the **Mass Assign by Attribute** button.
3. From the Mass Assign Homerooms by Attribute popup screen, you may choose **All Students** which will mass assign all school current and pre -enrolled students to next year homerooms.
4. Or, for **Selected Students**, with this option three new criteria will pop by which are Grade or Program and Program Type, by selecting **Grade** the system will mass assign the chosen students to their assigned homerooms that have been assigned the same grade in the **Attribute** details section.
5. If the homeroom contains special needs students, then the **Special Education** check box needs to be checked.
6. From **the Assignment Type** choose either **Random** or **Performance** where the first option will mass assign students to next year homeroom randomly and the second option will mass assign students to next year homeroom based on their academic performance.
7. From Semester/Term drop down menu choose **All**.
8. Select Allow homerooms to be overloaded check box to allow the mass assign functionality to overload the defined homeroom capacity number.
9. Click on the Run Process button to start the mass assign.



10. A **Confirmation message**; will popup notifying about the number of processed students.
11. Click **OK**.



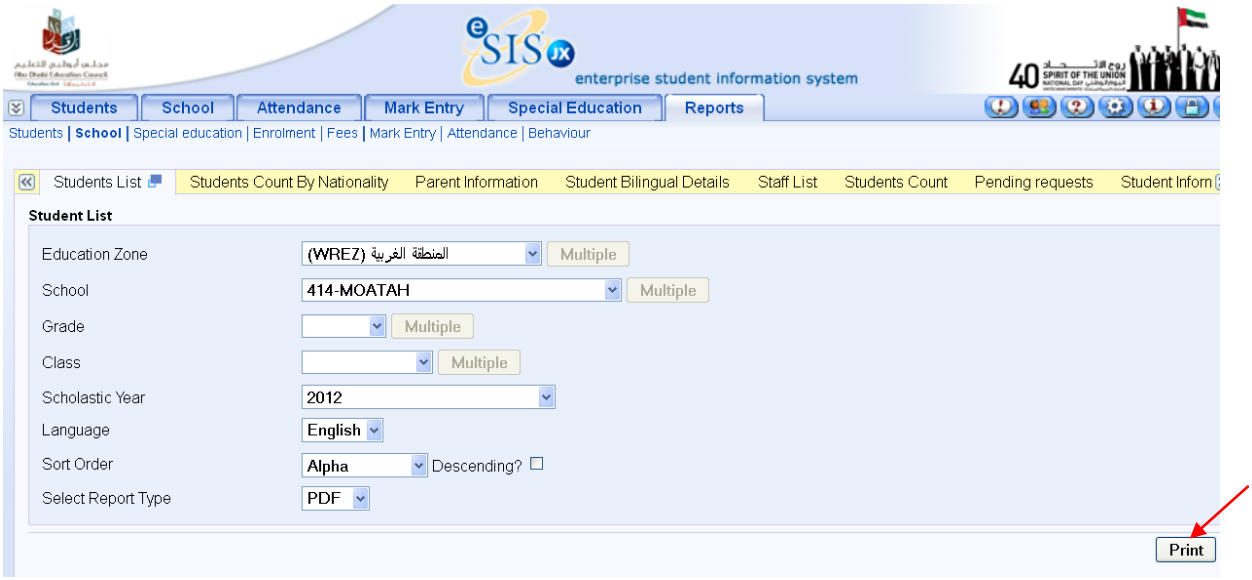

Question
Selected Students: 12; Matching Homerooms: 16; Overloaded Students: 0; Unmatched Students: 0; Ignored Students: 0
OK
Cancel

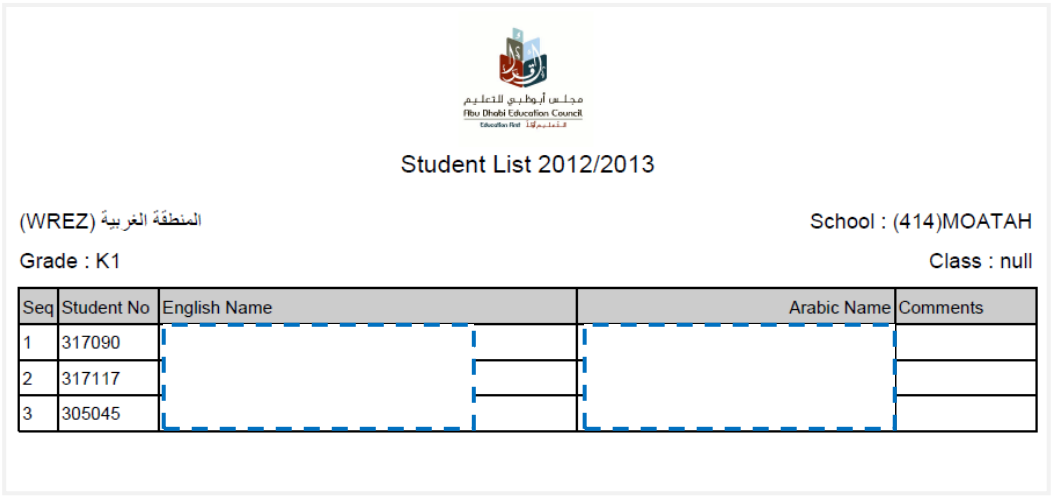
7. Printing Students Lists:

Reports > School > ADEC Pre-Transition List

This report will produce list **next year students** per **Grade** or a **Homeroom**, this can be done from:

Reports ⇨ School ⇨ Students Lists





Student List 2012/2013

(WREZ) المنطقة الغربية — School : (414)MOATAH

Grade : K1 — Class : null

Seq	Student No	English Name	Arabic Name	Comments
1	317090			
2	317117			
3	305045			